

**CHATTANOOGA–HAMILTON COUNTY BICENTENNIAL LIBRARY
1001 BROAD STREET
CHATTANOOGA, TENNESSEE**

MINUTES

BOARD MEETING – MARCH 16, 2010

4:30 P.M.

The Board of Directors of the Chattanooga–Hamilton County Bicentennial Library met on March 16, 2010, at 4:30 p.m., in the Board Room with Mr. David Turner presiding.

The following members were present: Clif Cleaveland
Herb Cohn
Mary Lou Drazich
Mai Bell Hurley
Doris Kelly
Judy Medearis
Chrystal Partridge
Rickie Pierce
Paul Starnes
David Turner
Barbara Wofford

Also present were, Kim Fahs, Friends' Executive Council; David Clapp, director; Eva Johnston, assistant director; Eileen Johnson, fiscal analyst; Andria Davis, community relations coordinator; and May Langmann, administrative assistant.

APPROVAL OF THE MINUTES OF THE FEBRUARY 16, 2010, BOARD MEETING:

Mr. Paul Starnes moved that the minutes of the February 16, 2010, meeting be approved, Mrs. Doris Kelly seconded the motion and the minutes were unanimously approved and carried.

TREASURER'S REPORT:

Ms. Mary Lou Drazich reviewed the February financial statement.

Income:

In addition to the City and County appropriations, we received an additional \$19,000 from the City to match what the two County Commissioners had given us.

Under Gifts and Donations, we got \$4,000 from Commissioner Bill Hullander for Ooltewah/Collegedale. Although Passports and Notary has picked up slightly, we are still behind what we usually get.

Expenses:

Under Other Contracts, we paid \$20,000 to our on-line cataloging service and we paid a balance to Uniguard for two months of security guard service. Under Insurance, \$26,747.00 is our annual Building and Contents insurance premium and \$5,498.48 is one month of retiree's medical insurance. Repairs to the boiler and chiller at the downtown library cost us \$5,551.14. We also had to pay indirect cost charges for January and February of \$12,666.66 per month. Mr. Clapp said the City has charged us this amount every month since 2003.

On-Demand:

We had income of \$3,320.00 and we spent \$3,503.53. We now have a net income of \$1,408.34.

A short discussion followed regarding collecting fines and Mr. Clapp explained why the library does not send the collection agency after children. He said this is a public relations issue. He further added that there is a huge amount of money tied up in juvenile circulation and said that once that child turns 18, that is cleared up and they are able to start life again as an adult without those fines holding them back. It is an issue that we live with. It is better than it used to be when we did not have a collection agency.

FRIENDS' REPORT:

Mrs. Kim Fahs informed the Board that the Friends' Executive Council meeting was held at the Eastgate Branch last March 9. The book sale grossed about \$26,000 and they will probably end up with \$21,000 – \$22,000 after all the bills have been paid. The Friends still have a lot of really good books and they are discussing having another large book sale in addition to any branches that want to have smaller book sales. They are also looking into other fundraising ideas to partner with the branches that have patrons that want to do something just for their branch.

Mr. Turner asked if they had checked with the City Attorney if they are limited in how many fundraisers they can have in a year. Mrs. Fahs said the State sent around a form last year which they signed. As long as we make under \$100,000.00, we are okay.

DIRECTOR'S REMARKS:

Mr. Clapp said the City finance requested approved amounts for two major book budget vendors and he asked the Board for a motion for approval. We also have another packet distributed today for our proposed budget. He told the Board that Mr. Louis Wright did approve putting in an OPEB amount for the retiree health care and told us where to list it. That will be another \$632,000.00. Otherwise, everything else in the budget is exactly what the Board had approved last month with capital requests for the elevators and automation. Mr. Turner asked if Mr. Wright indicated that he will want us to do the same next year. Mrs. Eileen Johnson said it was something that was going to be added and he wanted it one year at a time. She added that the amount is calculated a year behind so what we put in will always be for the previous year.

Ms. Mary Lou Drazich moved on behalf of the Finance Committee that the proposed budget for FY 2010/2011 in the amount of \$7,669,274.00 which includes restoring the branches to five days, and capital requests (\$6,043,900.00 Operations, \$632,984.00 OPEB, and \$1,050,000.00 Capital) be approved. Dr. Barbara Wofford seconded the motion and it was unanimously approved and carried.

Mr. Clapp said the City is trying to put all of our book orders into their database system. In the past, we used to be able to send a requisition for invoices together without listing individual titles but this new system of theirs requires each individual title to be listed on the order which would be a major undertaking. So they worked out a compromise where we will be paying for a contract with our major vendors, Ingram and Baker & Taylor, and these individual orders will be going in as part of that contract. Mrs. Johnson clarified that the total contract is just internal; the only time the budget will actually be charged is when she sends the invoices over and the release is done. It will be paid out of each contract. Mr. Clapp said we have determined how much money we expect to spend each with Baker & Taylor and Ingram before the end of this fiscal year and the City asked the Board to approve these amounts as contracts with these two vendors.

Dr. Clif Cleaveland moved that the Board approve a \$71,000.00 contract with Baker & Taylor and a \$42,000.00 contract with Ingram. Mr. Paul Starnes seconded the motion and it was unanimously approved and carried.

Mr. Clapp said we received the \$19,000 from the City. We also received some State funds for books which we have been spending so we need to make a motion to increase the book budget.

Dr. Clif Cleaveland moved and Mrs. Mai Bell Hurley seconded that we increase the book budget from \$391,316.00 to \$471,316. It was unanimously approved and carried.

OTHER MATTERS:

Mrs. Hurley commented that we had a good meeting with the two mayors. Mr. Herb Cohn said it was interesting that the mayors indicated for the first time that they felt there was substantial positive support from County commissioners and City council. Mr. Clapp said one thing that was recommended that he thinks we ought to do is to see if we can get into meetings of the budget committees of the City and County. He believes that the committee chairs are John Allen Brooks for the County and Carol Berz for the City.

Mr. Clapp contacted the Kresge Foundation and they will be willing to consider our request for renovation funds. There is no impediment to their helping us except that any help would be limited to about 8–10% of all the private money we were able to raise for the project. Any money that we had as a government institution would not count toward that total. As far as they see it, our Free Public Library Fund is part of our government endowment. Mrs. Hurley said she would argue with that because that was private money regardless of when it was raised. She said if it is just an arbitrary percentage, 10% is very low. Mr. Clapp said he will look into it. We should at least make the effort, Mrs. Hurley said. She added this was private endowment and we were using the proceeds of the private endowment. Unless, she added, it is stated in the grant request that it has to be raised within a certain period of time, it is still private money, not public money. Mr. Clapp agreed it is worth the argument. Mrs. Hurley said she was really surprised because Kresge gave Allied Arts \$120,000 and they did not have to match it. In response to Mr. Clapp's question, Mrs. Hurley said she had not seen the grant. Mr. Clapp said he knows they have about 6 to 8 different grant forms so maybe Allied Arts fit under different parameters.

Mrs. Eva Johnston passed around illustrations she had prepared to show the planned renovations for the three floors of the downtown library. Mr. Clapp said these plans show how we will be able to move those books while we were in the building rather than paying somebody to move them for us. Mrs. Johnston said we have been pricing how much it would cost to build the barriers and she and Mr. Clapp came up with idea of using our present shelves that are up on the 4th floor and bringing them down and making a barrier out of them. That would be much cheaper than trying to build the plywood barriers.

Mr. Clapp said the main issue for us right now is if we are going to go after grant money, do we start paying for all of this now because he does not think we can go back to them with bills we've already paid, so we need to figure out what they would be willing to cover on what schedule before we start spending a lot of money.

Mrs. Johnston discussed shelving for the fiction and non-fiction books. She has talked with a cabinet maker who is very interested in creating the shelves for us to our specifications. In pricing things, Mr. Clapp said we have gone to resellers, to Demco and other groups to get common shelving used in bookstores or libraries with popular collections like this and Demco has come in with the best price we have seen so far, so it is just a question of what is covered by patent in the things that we want. If we could get something make locally, that might be a boon for the area and cheaper in the long run, but we have to see if they actually can do all we want them to do at the same level we can get from the other vendors.

Mrs. Johnston discussed her findings on carpet tiles and window treatments.

Mr. Clapp said one goal is to minimize the electricity cost by using motion detectors with LED lighting in little-used stack areas. They now have standard LED units that fit on our stack shelving of it and shine all the way down the front.

The Auburn group pursued an idea that Mr. Clapp had recommended to them for a bin system, instead of a compact shelving area for less popular collections. The bin system is about one-fifth the cost of compact shelving for a facility because it does not have to be lit and does not have to be heated and cooled for human traffic. He thinks there are good ways to save money on any long-range plans we make.

CLUBLIB:

Ms. Andria Davis said the first meeting will be on Friday, March 19, 2010, at Sandler Training. We have some new committee members who we are hoping could help us bring in sponsorship money as well as auction items. The date is set for October 16. Our band, Here Come the Mummies, is set. She has put the announcement in every website and calendar she could think of in the community including the Mummies' website. Ms. Drazich was very impressed saying the Mummies are very popular. The Lung Association had them many times. She thinks that will be a huge draw. Ms. Davis said ticket prices are going up to \$75 and \$110 because we think we can sell out at that price. ClubLib will have a Halloween theme and people can come in costume if they want to. This year's chair persons are Lisa and Dan Nausley.

There were no other comments or discussions. Mr. Turner adjourned the meeting at approximately 5:10 p.m.

David Turner
Chair